



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

MEMORANDUM

DATE: March 23, 2006

TO: Circuit Court Chief Judges
cc: Circuit Court Administrators
County Clerks
Regional Administrators

FROM: Elizabeth A. Barber
Trial Court Collections Project Manager

RE: Circuit Court Assessment Reviews

Trial Court Services recently contracted with Court Management Associates to review selected circuit courts for their accuracy in assessing State Minimum Costs and the Crime Victim Rights Fee. It appears that the courts are assessing State Minimum Costs and the Crime Victim Rights Fee appropriately the majority of the time, however, some common assessment errors were identified. These include:

- Not assessing State Minimum Costs per count
- Not assessing State Minimum Costs and the Crime Victim Rights Fee if the defendant is sentenced to prison
- Assessing the Crime Victim Rights Fee and State Minimum Costs at the felony rate when the actual conviction was a serious or specified misdemeanor

Please review your court's practices to ensure that you are properly assessing fines, costs and assessments. If your court was one of the courts selected for testing by Court Management Associates, your regional administrator will be contacting you to follow-up.

If you have any questions or if additional information is needed, please contact Lori DeMember at 517-373-3122 or by e-mail at DeMemberL@courts.mi.gov.